

**FPAY/H
PROCEDURES
(UNISYS
TERMINAL)**

1. Sign onto CIS
2. Pull up FPAY Screen, type FPAY99X9999999XH, press GO

FPAY = Transaction ID
99 = County Code
X9999999X = Case Number
H = Payment History Request
3. When screen appears, enter the required data elements (cursor will rest on each item)

BEGIN DATE > Enter the beginning date (month, year) for the payments requested.

END DATE > Enter the ending date (month, year) for the payments requested.

PAYMENTS REQUESTED > Enter A, C, or S.

Payment Request Type A = All warrants issued on a case under all Agency programs for a specified period. This includes assistance and service program payments and child support participation payment, refunds and reimbursements. The payments may have been issued to the client, vendor or other third party.

Payment Request Type C = Warrants countable on Assistance (not child support) Annual Statement. This is a record of public assistance payments issued for a specified period under programs FIP, SFA, Refugee Assistance and Repatriate Assistance. The payments may have been issued to the client, vendor or other third party. (Note: Payments issued under the FIP program and countable on the assistance annual statement can be used to calculate total FIP paid.)

Specific Payments Request Type S = Specified payments. This is a record of one specific type of payment (e.g., child support participation payments or support refunds) issued during a specified period. Enter a specific program code, warrant reason, and/or warrant type code.

PROG CODE > Enter C

WARRANT TYPE > Enter the warrant type code (see Exhibit 7)

Note: Use only when Payment Request Type = S.

WARRANT REASON > Enter the warrant reason code (see Exhibit 7)

Note: Use only when Payment Request Type = S.

COUNTY > Enter the county number to where the PH-050 report will be mailed

DISTRICT > Enter the district number to where the PH-050 report will be mailed

UNIT > Make no entry

WORKER > Make no entry

PERSON NAME LINE > Enter your name

ORGANIZATION NAME > Make no entry

REPORT DISTRIBUTION ADDRESS > The address is generated from CIS files using the county and district number

4. Press GO to transmit request. Accepted transaction number will appear at the top left of the screen.
5. To print the screen, press Action/Copy
6. To enter another CIS transaction, press Code/F1 to clear the screen.
7. To exit CIS press Finish, then GO.

REPORT PH-050 - CASE PAYMENT HISTORY REPORT

COUNTY 99	MICHIGAN DEPARTMENT OF SOCIAL SERVICES							DATE 99/99			
DISTRIC, 99	CASE PAYMENT HISTORY REPORT							PAGE 2,229			
UNIT 99	REPORT NUMBER PH-050										
WORKER 99											
CASE NUMBER: X9999999X			TRANSACTION NUMBER: IX9999999999			PERIOD REQUESTED: 99-9999 TO 99-9999					
										PAGE 9 OF 9	
***** WARRANT *****											
DATE	NUMBER	ORIGINAL	TYPE	REASON	DISP	AMOUNT	GRANTEE NAME	ACCOUNT REC IND	PROG CODE	COUNTY CODE	
99/99/99	99999999	ZZZZZZZZ	X	XX	XX	2,229.99	XXXXXXXXXXXXXXXXXX	9	X	99	
99/99/99	99999999	ZZZZZZZZ	X	XX	XX	2,229.99	XXXXXXXXXXXXXXXXXX	9	X	99	
99/99/99	99999999	ZZZZZZZZ	X	XX	XX	2,229.99	XXXXXXXXXXXXXXXXXX	9	X	99	
99/99/99	99999999	ZZZZZZZZ	X	XX	XX	2,229.99	XXXXXXXXXXXXXXXXXX	9	X	99	
99/99/99	99999999	ZZZZZZZZ	X	XX	XX	2,229.99	XXXXXXXXXXXXXXXXXX	9	X	99	
99/99/99	99999999	ZZZZZZZZ	X	XX	XX	2,229.99	XXXXXXXXXXXXXXXXXX	9	X	99	
99/99/99	99999999	ZZZZZZZZ	X	XX	XX	2,229.99	XXXXXXXXXXXXXXXXXX	9	X	99	
TOTAL AMOUNT FOR THIS REQUEST: 222,229.99											

**REPORT PH-050
FORMAT**

Payment records requested through the Client Information System (CIS) FPAY transaction are reported to requestors on the PH-050. The PH-050 is produced and distributed to requestors on a weekly basis

Report Description

<u>Item</u>	<u>Description</u>
Requestor	The county and district numbers of the requestor and the name of the requestor or AP unit and worker number
(Run) Date	The date the report was printed
Case Number	The FIA case number as identified by the requestor
Transaction Number	The CIS transaction number for the request
Period Requested	The period for which payment records were requested
Warrant	
- Date	The date of the warrant
- Number	The number of the warrant
- Original	For replacement warrants, the number of the original warrant that was replaced
- Type	A code identifying the type of payment issued on the case. For example, this code may identify the warrant as a supplemental warrant, a regular assistance warrant for the first half of a month, or a reissued warrant. Warrant type codes are identified in Exhibit 7.
- Reason	A code which describes the reason the warrant was issued (e.g., a supplemental warrant for a retroactive FIP payment adjustment or a child support participation payment or reimbursement of excess support.) Warrant reason codes are identified in Exhibit 7.
- Disp	Code identifying an action that has been or will be taken on the warrant (e.g., warrant voided or revenue, stop payment issued on warrant, warrant returned undeliverable). Warrant disposition codes are identified in Exhibit 7.
- Amount	The amount of the payment
Grantee Name	The name of the grantee on the assistance case to whom or on whose behalf the warrant was issued.